

Chapter 32

Data Submission Network

32-1. General

This chapter addresses the general content and configuration for the communication media that is available for electronic transmission of financial data between report preparers and report recipients at all levels.

32-2. Professional requirements

To ensure the proper submission of data and reports, accountants are required to be familiar with the following:

- a. File Transfer Protocol (FTP) procedures, including message requirements, record limitations, message sequencing, and coding formats.
- b. The COA Host network and its various features and functions.

32-3. Responsibilities

The finance and accounting officer/defense accounting officer is responsible for ensuring that all data transmitted conforms to the requirements of the prescribed data transmission network.

32-4. Procedures for FTP data messages

a. *General FTP data message requirements* As a minimum, an FTP data message must consist of an FTP header record, a report text header record, and FTP trailer record. This minimum message configuration would satisfy negative report situations. However, an FTP data message normally would also contain control records and detail data records. Each of these FTP record types are discussed in this paragraph.

b. *FTP data message sequencing* The sequence of an FTP data message is as follows:

- (1) FTP header record.
- (2) Report text header record.
- (3) Control record (sort on transaction report code (TRC)).
- (4) Associated detail record (sort on TRC and other report-unique criteria). Within an FTP data message, the control record or associated detail record pattern can be repeated.
- (5) FTP trailer record.

c. *FTP record types.*

(1) *FTP header record.* Every FTP message requires one FTP header record. Its required position within the message is the first record. The communications center will be unable to service the FTP message if the first record of the message is not an FTP header record. Table 32-1 displays the FTP header record format and preparation procedures. Table 32-2 contains applicable routing identifier (RIC)/content indicator code (CIC) combinations for use in header records.

(2) *Text header record.* Every FTP data message requires one text header record for disposition. Its

required position within the message is as the second record. There are three different text header record formats. They are as follows:

- (a) One for RCS CSCFA-302 (Table 32-3).
- (b) One for RCS CSCFA-304 and RCS TREAS-1061 (Table 32-4).

(c) One for status of funds reports (Table 32-5).

(3) *Control records.* If the purpose of the FTP message is to meet a "negative report" reporting requirement, a control record is not needed. In all other instances, one control record is required for each TRC contained within the message. The control record is located just prior to its related detail records. Control records are used to ensure that all related detail data records have been received. This is done by matching control record totals to detail record amounts and record counts. There are five different control record formats. They are as follows:

- (a) One for RCS CSCFA-302 (Table 32-6).
- (b) One for RCS CSCFA-304 and RCS TREAS-1061 (Table 32-7).

(c) One for status of funds reports other than procurement (Table 32-8).

(d) One for procurement status reports (Table 32-9).

(e) Installation reports submitted to AO/DIAO via FTP must have report submission control information (Table 32-10).

(4) *Detail data records.* If the purpose of the FTP data message is to meet a negative report reporting requirement, detail data records are not needed. In all other instances, detail data records are necessary. In fact, they are the report. Detail data records are generally sorted by TRC and located just after their related control record. Because detail data record formats are not the same for every report, detail data record preparation instructions will be presented with the applicable report preparation paragraph.

(5) *FTP trailer records.* Every FTP message requires one FTP trailer record. Its required position within the message is as the last record. The communications center will be unable to service the FTP message if the last record of the message is not an FTP trailer record. Table 32-11 displays the FTP trailer record format and preparation procedures. The FTP trailer record must be a mirror image of the FTP header record for the same message for the data field relative positions 1 through 10. The FTP header record explanation and clarification comment (data field relative positions 1 through 13) are equally applicable to the FTP trailer record (Table 32-11). Any incompatibility will cause the message to be unserviceable by the communications center.

32-5. COA Host network

a. The Comptroller of the Army (COA) Host is a computer system provided by the Assistant Secretary of the Army Financial Management and Comptroller (ASAFM&C) for use by the U.S. Army and other DOD agencies. The network's main function is to serve as

a communications medium through which registered users can exchange information, access other DOD computer systems, use office automation tools, and use computer applications that specifically relate to the U.S. Army financial management community.

b. Electronic conferencing is like an ordinary meeting except the participants are not in the same place nor meeting at the same time. Information is stored for later use by participants. Examples are:

(1) Accounting Policy subjects are being transmitted with a conference titled "FAPI."

(2) Army Management Structure coding information is being transmitted to customers through this electronic media using a conference titled "AMSNEWS."

c. Flash obligation information (RCS DD COMP(M) 1445) is being submitted monthly to Director, Defense Finance and Accounting Service-Indianapolis Center, (DFAS-IN), using the COA Host computer facility. AOs/DIAOs are required to use this electronic communication media for expediting the receipt and processing of data in order to meet compressed reporting responsibilities. Instructions for input and transmission of flash data to the Flash Reporting System are included in the systems users manual.

Table 32-1. Header record format

Data field relative position	Data field name	Data field record position	Data field content
	1Precedence field	1	"R" (routine) or "P" (priority)
	2Line mode field	2	"C"
	3Security classification field	3-4	"CU"
	4Content indicator field	5-8	Alpha
	5Blank field	9	
	6Originator station identifier	10-16	Alpha
	7Message sequence number	17-20	Zero fill
	8Blank field	21	
	9Date/time group field	22-28	Numeric
	10Blank field	29	
	11Record count field	30-33	"MTMS"
	12Dash field	34	"-"
	13Security classification field	35-38	"UUUU"
	14Dash field	39-40	"-"
	15Routing indicator recipient field	41-47	Alpha
	16Period field	48	". "
	17Blank field	49-80	

Notes:

The data field characteristics indicate which types of characters are acceptable within the field. Alpha means that only alphabetic characters are acceptable and numeric or special characters are unacceptable. Numeric means that only Arabic numerals are acceptable. Special means that a special character, as explained above, is acceptable with the field. The header record has as many six fields (depending on the number of addressees) that will contain special characters. The first two fields will contain plus signs; the field (recipient routing indicator) will contain periods. These are the only special characters acceptable for this record.

**Table 32-2. Routing identifier code(RIC)/content indicator code(CIC) combinations
From Reporting Activities to Indianapolis Center**

RCS	RIC	CIC
CSCFA-302	RUFEDDEL	AFHA
TREAS-1061	RUFEDPE	AFTR
CSCFA-304	RUFEDPE	AFHF
CSCFA-218 (STATUS)	RUFEDAC	AFEA
CSCFA-112	RUFEDPE	AFAF
CSCFA-218 (AORS)	RUFEDPE	AFAF
DBOF-DIRECT REPORTING	RUFEDPE	AFBO
CSCAA-118	RUFEDAC	AFEA
FMS-DIRECT REPORTING	RUFEDPE	AFMS
CSCFA-208	RUFEDAC	AFEA
CSCFA-210	RUFEDAC	AFEA
CSCFA-0197	RUFEDPE	AFFO
RECORD IMAGE OUTPUT	RUFEDCD	AFDA
RPPOL	RUFEDAC	AFAA
INTERFUND	RUFEDPE	IHFJ
PBAS-ORDER CONTROL	RUFEDPE	AFDG
GENERAL LEDGER	RUFEDGL	AFAA
CROSS DISBURSING 110	RUFEDPE	AFJG
DBOF STATEMENTS 6 AND 7	RUFEDPE	ABOF
DBOF MISCELLANEOUS (1307)	RUFEDPE	ADBO
DESCOM DBOF STATEMENTS (CAB)	RUFEDPE	ADOF

Table 32-3. Text header format for RCS CSCFA-302 report

Data field relative position	Data field name	Data field record position	Data field content
1	Addressee field	1-9	"TEXDELMAR"
2	Blank field	10	
3	Constant "2"	11	"2"
4	Blank field	12-18	
5	DSSN	19-22	DSSN of the activity
6	Blank field	23	
7	Date	24-28	Calendar YMMDD
8	Blank field	29	
9	Message identification	30-32	Message number
10	Message identification	33-34	"OF"
11	Message identification	35-37	Number of messages in submission
12	Blank field	38-79	
13	Record type	80	"Z"

Table 32-4. Text header format for RCS CSCFA-304 and TREAS 1061

Data field relative position	Data field name	Data field record position	Data field content
	1Addressee	1-9	"TEXTIFUND"
	2Report control number	10-13	"1061" for RCS TREAS 1061
	2aReport control number	10	"Blank" for RCS CSCFA-304
	2bReport control number	11-13	"304" for RCS CSCFA-304
	3Fiscal station number	14-18	FSN of the installation
	4Blank field	19-22	
	5Report number/system designator	23	"2" if 304 generated by STARFIARS "1" if not generated by STARFIARS For 1061 report, enter number of reports submitted
	6Report effective date	24-28	Calendar (YMMDD)
	7Blank field	29	
	8Message identification	30-32	Message number
	9Message identification	33-34	"OF"
	10Message identification	35-37	Number of messages in submission
	11Blank field	38	
	12Text message	39-73	Any text message for RCS CSCFA- 304 report
	12aText message	39-73	Blank for RCS TREAS 1061 report
	13	74	"S" = 1061; Blank = 304
	14Report type	75	"T" for 1061 and 304.
	15Blank field	76-79	
	16Record type	80	"Z" (constant)

Table 32-5. Text header format for status of funds reports

Data field relative position	Data field name	Data field record position	Data field content
1	Addressee field	1-9	"TEXUSAFAC"
2	Blank field	10	
3	Accounts office	11-12	Accounts office of the funding operating agency
4	Blank field	13	
5	Operating agency	14-15	Funding operating agency
6	Blank field	16	
7	Report number	17-19	Report the RCS CSCFA-218 as "218"
8	Blank field	20	
9	Report part/section	21	Report the RCS CSCFA-218 section 1 as "1"
10	Blank field	22-23	
11	Date	24-28	Calendar date of report submission YMMDD
12	Blank field	29	
13	Message Identification	30-32	Message Number
14	Message Identification	33-34	"OF"
15	Message Identification	35-37	Number of messages in submission
16	Blank field	38-79	
17	Record type	80	"Z"

Table 32-6. Control record format for RCS CSCFA-302 report

Data field relative position	Data field name	Data field record position	Data field content
	1Blank field	1-13	
	2AO/DIAO	14-15	AO/DIAO of the funding operating agency
	3Blank field	16-30	
	4Amount	40-52	Total amount of transactions reported
	5Blank field	53-54	
	6Record count	55-60	Number of records with the same TRC
	7Blank field	61-69	
	8DSSN	70-73	DSSN submitting the report
	9Transaction report code	74-75	TRC for the transactions being reported
	10Blank field	76	
	11Accounting date	77-79	Calendar YMM
	12Record type	80	"2" (constant) or "C" for TRC 32A (Stanfins stations only)

Table 32-7. Control record format for RCS CSCFA-304 and RCS TREAS 1061

Data field relative position	Data field name	Data field record position	Data field content
	1Report control number	1-4	"1061" for RCS TREAS 1061 "0304" for RCS CSCFA-304
	2Blank field	5-13	
	3AO/DIAO	14-15	Servicing AO/DIAO
	4Blank field	16-32	
	5Fiscal station number	33-37	FSN of the station submitting the report
	6Blank field	38-39	
	7Amount	40-52	The dollar sum of the detail records being submitted. Indicate a credit (negative) amount with an "eleven" (high) punch in column 52. .
	8Blank field	53-54	
	9Record count	55-60	Number of detail records with the same TRC excluding header, control, and trailer.
	10Blank field	61-73	
	11Report type	74-75	"TRC" for RCS CSCFA-304 report.
11aReport type		74	"S" for RCS TREAS-1061.
		75	Blank for RCS TREAS-1061.
	12Blank field	76	
	13Accounting Date	77-79	Calendar (YMM)
	14Record type	80	Constant "I"

Table 32-8. Control record format for status of funds reports other than procurement

Data field relative position	Data field name	Data field record position	Data field content
1	Blank field	1-13	
2	Operating agency	14-15	Funding operating agency
3	Blank field	16-24	
4	Report number	25-27	"218" for RCS CSCFA-218, etc.
5	Report part/section	28	"1" for section 1 of the RCS CSCFA-218
6	Blank field	29-39	
7	Amount	40-52	Sum of the detail records submitted. Indicate a credit (negative) amount with an "eleven" (high) punch in column 52.
8	Blank field	53-73	
9	Dash	74	"-" (constant)
10	Transaction report code	75-76	TRC being reported
11	Date	77-79	Calendar (MMY)
12	Blank field	80	

Table 32-9. Control record format for procurement status reports

Data field relative position	Data field name	Data field record position	Data field content
1	Constant "3"	1	"3" (constant)
2	Operating agency	2-3	Funding operating agency
3	Date	4-6	Calendar MMY
4	Blank field	7-39	
5	Amount of	40-51	Total amount of transactions
6	Data code	52-53	First two position of the TRC
7	Blank field	54-55	
8	Record count	56-60	Number of detail records in the submission excluding header and control records.
9	Blank field	61-79	
10	Record type	80	"2" (constant)

Table 32-10. Control record format for RCS CSCFA-112 and RCS CSCFA-218 submit to AO/DIAO

Data field relative position	Data field name	Data field record position	Data field content
1	Blank Field	1-6	
2	Operating Agency	7-8	Funding Operating Agency
3	Blank Field	9	
4	Fiscal Station Number	10-14	FSN of the station submitting the report
5	Blank Field	15	
6	Allotment Serial Number	16-19	Allotment serial number for the RCS CSCFA-218. Blank for the RCS CSCFA-112.
7	Blank Field	20	
8	Name of Report	21-29	Enter "CSCFA-218" or "CSCFA-112".
9	Blank Field	30	
10	Record Count	31-39	Number of detail records in the submission excluding header, control record, and trailer.
11	Blank Field	40	
12	Amount	41-53	Sum of detail records submitted. Indicate a credit (negative) amount with an "eleven" (high) punch in column 52.
13	Blank Field	54-73	
14	Control Card Indicator	74	Enter a constant dash "-"
15	Transaction Report Code (TRC)	75-76	TRC being reported.
16	Date	77-79	Calendar Date (MMY)
17	Record Type Field	80	Constant "E"

Table 32-11. FTP Electronic File Transfer Trailer Record

Data field relative position	Data field name	Data field record position	Data field content
1	Precedence field	1	"R" (routine) "P" (priority)
2	Line mode field	2	"C"
3	Security classification field	3-4	"CU"
4	Content indicator field	5-8	Alpha
5	Blank field	9	
6	Originator Station Identifier	10-16	Alpha
7	Message sequence number	17-20	Numeric "0" fill
8	Blank field	21	
9	Date/time group field	22-28	Numeric
10	Blank field	29	
11	Record count field	30-33	Numeric "0" fill
12	Dash field	34	"-"
13	Security classification field	35-38	"UUUU"
14	Blank field	39-76	
15	Trailer record unique field	77-80	"NNNN"